



Garrison Command Newsletter

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MISSION

U.S. Army Garrison provides and maintains the installation infrastructure to:

- support power projection and training of III Corps units/soldiers;
- provide a quality living and working environment for soldiers, families, retirees, and authorized civilians;
- sustain an effective partnership with our surrounding communities;
- and support the III Corps / Fort Hood transformation process.

VISION

The Army's model power projection platform, training installation, and community. A great place to train, work, and live.

DOL Employee Honored for Conservation of Sick Leave

Larry Don Martin, a Directorate of Logistics employee in the Maintenance Division, was honored at the DOL Quarterly Corporate Business Review, 14 Aug 02, for being the first DOL employee to join the 4,000 hour Sick Leave Savers Club.

COL Craig P. McCurdy, Director of Logistics, presented Mr. Martin a framed certificate and commended him for prudent conservation of sick leave and conscientious service. Mr. Martin said he has been fortunate to be blessed with good health.

DOL implemented the program in FY 1999 to honor employees who have been fortunate to have good health and have exercised wise conservation of sick leave. DOL has awarded over 100 certificates to employees reaching sick leave balances of 1000, 2000, 3000 and now 4000 hours.

For more information about the program contact Natha J. Grigsby, DOL Quality Office, 287-7667. (DOL)

A Word from Contracting Command

When you have requirements to be satisfied by contract, those requirements are to be submitted to CCMD via Purchase Request and Commitment, not via e-mail. Purchase requests can be funded or subject to availability of funds. Most activities have individuals trained in the electronic PR submission process; however, the AcquiLine SOP is located at <http://ccmd.hood.army.mil>. When inquiring on the status of a submitted PR, please reference the PR number (DODAAC plus julian date plus 4 digit sequential number). (CCMD)

Hood Hero

The Commanding General's Quarterly Hood Hero Awards Luncheon is 29 Oct, 1130-1300, at the Fort Hood Officers' Club. LTG B.B. Bell, III Corps Commander, and COL William Parry, Garrison Commander, will present awards to individuals and teams for 3d and 4th Quarters FY 2002

Nominations for the Hood Hero awards are due to the Strategic Planning Office no later than 9 Oct via email to Cathy.Davis@hood.army.mil or distribution stop 33. Nomination forms can be located in the Garrison Public Folders/Awards & PR/Hood Hero. Following is a brief description of the Hood Hero awards categories:

1. Customer Service Excellence-Team. This award recognizes a team's service to internal and external customers that exceeds job requirements in responding to requests for information, materials, or services and the teams' attitude of genuine interest and desire to be of maximum assistance.
2. Customer Service Excellence-Individual. This award recognizes an

individual employee's service to internal and external customers that exceeds job requirements. This would also mean exceeding requirements in responding to requests for information, materials, or services and exhibiting an attitude of interest and a desire to be of assistance.

3. Team of Excellence recognizes teams for quality improvement projects or processes.

4. Individual Quality recognizes an employee for demonstrated commitment to excellence by performing some type of project or process improvement and a genuine interest and desire to be productive, efficient, and effective.

5. Volunteer in the Communities. This award recognizes employees who work on Fort Hood and volunteer their free time helping with community events and projects.

6. Best Self-Help/U-Do-It Project. In this time of budget constraints, individuals and teams are sometimes forced to build, rebuild, and remodel their work and off-duty areas on Fort Hood themselves. These projects are judged based on how they enhance the living/working environment, conform to the Installation Design Guide, and support the Fort Hood community.

7. Outstanding Commitment to a Job-Individual. This award recognizes an individual for a specific project and a specific service that caused a marked turning point in the completion of the project. This is a service that could have caused a project to be shelved if not discovered by this individual or caused a savings on the overall project in time, money, and/or manpower.

In addition to the Hood Hero awards categories above, recognition is given to teams, individuals, and military units for Safety, Recycle, Volunteer and Youth Volunteers of the Quarter, Civilian Employees of the Quarter, Retention Excellence, Golden Pen, Civilian Length of Service, Civilian and Military Firefighters of the Quarter, Police Officer of the Quarter, and Air Traffic Controller of

the Quarter. Awards from higher headquarters are also presented.

Please take time to nominate a deserving individual or team. Anyone of any rank or position can nominate anyone of any rank or position for a Hood Hero award. If you have questions about this program, contact Cathy Davis via email or at 618-7357. (SPO)

ACAP Center

Family members of soldiers or eligible DA civilian employees preparing to separate from active duty are strongly encouraged to take advantage of ACAP Center services. Call 288-ACAP or 288-JOBS, or come by Bldg. 126 (behind Rivers Building) for information about the Fort Hood ACAP Center. Check out two great websites for transitioning families: www.acap.army.mil and www.dodtransportal.org. (AG)

Army Family Action Plan (AFAP) Program & You!

-Ms. Thuy Depew, AFAP Program Manager

If AFAP is an unfamiliar acronym to you, this is a terrific time for you to learn more about one of the greatest programs available to raise and address the concerns of all members of the Total Army Family. It is a strong and vital process by which active duty, reservists, retirees, civilians, and their family members can voice their concerns about "Quality of Life" issues.

While you may be completely unaware of AFAP, it has affected you. It has made a difference for you in many ways. For instance, the current issue to "Separate Retirement and Disability Pay" is being addressed at the Department of the Army AFAP. Other Fort Hood issues that were raised at the conference include "Child Development Center Fee Exemptions," and "Sick Call Time for Active Duty Soldiers."

AFAP deals with issues at the local level, all the way up through our major command, the Department of the Army, and has even resulted in many legislative changes.

Fort Hood is gearing up for its annual installation level AFAP Conference, 3-5 December, at the Main Post Chapel. Get involved in this exciting process. We have great opportunities for those interested in being part of the AFAP subcommittees, volunteering as delegates, facilitators, and recorders.

- As a delegate, you will have the opportunity to raise issues and propose solutions and work with others in a workgroup facilitated by a trained facilitator and supported by a trained recorder.
- If you prefer to work as a facilitator and have facilitation experience, we sure could use your help. Please consider applying to serve in this critical position. Or perhaps you'd like to try your hand as a Recorder or get involved in the planning and coordination of the Conference – just give us a call to find out what volunteer positions are available and how you can get involved.

Fort Hood also holds a Teen AFAP Conference where teens in grades 9-12 meet to discuss quality of life issues that affect their everyday lives. There will be a Teen AFAP Mixer on 15 November, 1800-2000, at the Lane Volunteer Center. Then on 16 November, the teens will come back together for their own conference at the Lane Volunteer Center from 0830-1630.

The AFAP Program holds quarterly In Progress Reviews (IPRs) that are open to the public. Join us as we brief the Garrison Commander on numerous issues that affect your daily life and see what we are doing to make positive changes.

AFAP Conference Steering Committee meetings are held the 4th Wednesday of every month at 1330 at the Lane Volunteer Center and are open to the public. For dates, times, or additional information, please call Ms. Depew at 287-AFAP (2327). We look forward to hearing from you! (DCA)

AFTB

The Army Family Team Building (AFTB) Program's mission is to provide training to family members

to help them better adjust to the unique challenges of military life. It offers the skills and resources they need to become self-reliant, self-sufficient members of the military community. Training is presented through 43 classes on topics ranging from "Introduction to Military Terms, Acronyms, Customs, and Courtesies," to "Community Resources," to a variety of interpersonal and self-development skills, such as "Problem Solving," "Effective Communication," "Leadership," and more. Family preparedness and self-reliance is important to readiness because it provides peace of mind to deployed soldiers, giving them confidence that their families can manage successfully in their absence, and allows soldiers to better focus on their tactical mission.

Army Family Team Building (AFTB) is a volunteer family training and readiness program that provides our volunteers with personal satisfaction that they are helping our families be better prepared for the challenges of military life. Training is provided both during the day and evening. Free childcare is provided for all attendees during day time classes. Registration for childcare is mandatory. If you are interested in attending, please call 286-5913. (DCA)

***Check out the Fort Hood
ICE Page at***

<http://ICE.DISA.MIL/>

Hood Howdy

Hood Howdy Newcomers' Information Fair was held on 7 Aug, 0900-1300, at the Fort Hood Officers' Club. Hood Howdy provided information on services and facilities available on Fort Hood and the surrounding Central Texas community to over 2000 newcomer soldiers and family members assigned to Fort Hood. The newcomers received free child care and an opportunity to win great prizes. Child and Youth Services held a Youth Welcome in conjunction with Hood Howdy. The youth were entertained by a magic

show and clown. Youth from the area provided entertainment, such as a martial arts demonstration, dance team, and a drill team. DCA Sports USA, Longhorn Saloon, and Fort Hood Officers' Club showcased a tasty variety of foods. (DCA)

DPW Wins CA Competition!!

Great News! The 6 August 2002 deadline passed with **NO** GAO protest! The Administrative Appeals Board (AAB) ruled in favor of the in-house workforce on 24 July 2002. The losing contractor, Johnson Controls, had 10 days in which to protest this ruling. The decision by the contractor not to protest moves DPW one major step closer to their Final Decision Report and in essence guarantees a win by the in-house workforce.

Reaching this step has triggered several actions in preparing to implement the Most Efficient Organization (MEO). These actions include completion of the Final Decision Report, and initiating personnel action requirements.

The Final Decision Report was sent to FORSCOM the end of August. Review and approval of this report normally takes about 30 days, after which DPW can finalize a timeline for transition to the MEO.

West CPOC, assisted by our local CPAC and other installation activities, has begun conducting a MOCK RIF to ascertain realignment needs for the workforce. Other personnel actions such as establishing and revising job descriptions are also ongoing.

DPW will accomplish a considerable amount of work over the next few months to complete the transition to the MEO. In addition, they still have their continuing mission requirement to support DPW customers during this time. This presents a challenge that, with the garrison activities' support and cooperation, will be met. Thank you for your patience and continued support. (DPW)

Peak Performance

All organizations are designed, whether knowingly or unwittingly, to achieve the results they get. "Peak performance" is achieved when organizational processes focus on measurable strategies and continuous improvement. A culture change results when managers and employees have a common understanding of what an organization hopes to accomplish and the roadmap for getting there. Only then can an organization expect to achieve "peak performance" through shared commitment and cooperation.

Point of contact is Mrs. Robinson, 618-7359. (SPO)

Army Baseline Services – An Update

From mid January until May we all worked hard trying to identify changes that were needed in the description of the 95 services that installations provide to our soldiers and/or their family members. The system was called the Army Baseline Service (ABS). Besides the service description, we were to identify current year funding shortfalls and provide an estimate of the cost to implement ABS for fiscal year 2003. Through it all, some methodologies were developed to make the cost estimates and some adjustments to the service descriptions were forwarded to Forces Command.

At the end of July Forces Command finished their review of the installations' recommendations. One installation identified a \$400,000 shortfall to provide post shuttle bus service. Other shortfalls were even more dramatic with an overall shortfall of \$74 million and a Sustainment, Restoration, and Modernization (SRM) shortfall of \$42.5 million. A key statement that Forces Command made to HQDA was that without a substantial increase in funding, FORSCOM installations would not be able to provide the baseline service.

An additional unknown for the ABS is the impact that Transformation of Installation Management (TIM) will have on our 95 services and that further adjustment

to the ABS documents should be made as transformation changes occur. One such change will be a method to better determine reimbursable from the non-reimbursable portions of each service. Another topic of discussion will be how to explain customer expectations from service provider capability and ways to resolve the disputes that arise.

In the future, a committee will be formed that will try to include the service descriptions that are usable at the highest levels of the Army and make them usable for installations to make the tough decisions about priority of the service requests to the funding status of the same.

For more information, contact Bob Easter, Strategic Planning Office, 618-7351. (SPO)

Garrison Command Annual Off-Site

The Garrison Commander is planning a two-day off-site at the end of October to review and formulate Garrison strategies for the next 5-10 years.

This strategic review will focus on: linking goals and objectives to day-to-day operations; describing what resources are required to achieve goals and objectives; identifying the steps needed to disseminate goals and objectives throughout the garrison and to hold directors and managers accountable for results; and determining what programs need to be created, eliminated, or restructured to achieve goals and objectives. The strategies and goals refined or developed at this off-site will support the mission and METL, and help achieve the Garrison's vision.

Directors and other stakeholders are being asked to provide data for pre-off-site analysis and review. The Garrison council, three quality management boards, and a systematic leadership process set the framework for the Garrison Continuous Improvement System. For more information, contact the SPO, 618-7353 or email Strategic.Planning@hood.army.mil. (SPO)